



DEPARTMENT OF THE NAVY
COMMANDER NAVY REGION SOUTHWEST
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SAN DIEGO, CA 92132-0058

IN REPLY REFER TO:
COMNAVREGSWINST 1710.5
N92MP
21 JUN 2004

COMNAVREGSW INSTRUCTION 1710.5

Subj: MILITARY TICKET PROGRAM (MTP) POLICIES AND GUIDELINES

Ref: (a) COMNAVREGSWINST 3120.3A
(b) BUPERSINST 1710.11C
(c) COMNAVPERSCOM ltr 5000 Pers-65B of 24 Sep 03

1. Purpose. To establish policies and procedures for the Navy Region Southwest (NRSW) Military Ticket Program (MTP).
2. Background. The responsibility of the Regional Morale, Welfare and Recreation (MWR) Program Manager is to identify and provide high quality recreation, fitness and sports activities, family programs and leisure products/services to enhance the quality of life of active duty/retired personnel and their family members, per reference (a). Included in the Regional MWR Program is the MTP.
3. Information. Major functions of the MTP are:
 - a. Operating a comprehensive program offering discount tickets to entertainment venues throughout the United States. This program is provided for and available to all branches of the Armed Services and Department of Defense (DoD) Ticket Offices.
 - b. Conducting area-wide meetings for all Ticket Office professionals for the purpose of training, exchanging ideas and providing information.
 - c. Publishing a monthly MWR Bulletin, "recXpress", to all shore commands in Southern California, Navy Lodges, participating ticket offices and vendors, and miscellaneous authorized patrons providing information about entertainment opportunities and services available through the MTP.
 - d. Publishing an internal monthly newsletter for Ticket Managers to provide information about the MTP.
 - e. Providing participating Ticket Offices and vendors a resource for expediting resolution of matters involving MWR group sales coordination.
4. Authorized Discount Ticket Program Participants. All branches of the Armed Services and DoD Ticket Offices may

participate in the MTP. The parameters and policies of the MTP are as follows:

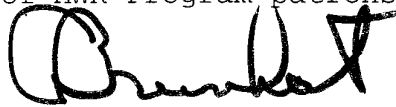
- a. The NRSW MTP is the sole point of contact and central distribution agency within the region for all discount tickets and other discount entertainment opportunities.
- b. Only attractions and events for which discounts are provided will be included in the MTP. As approved by the individual promoter, discount offers will be extended to authorized patrons defined in reference (b).
- c. Except in certain cases and as recommended by the MTP Manager and approved by the MWR Program Manager, only consignment ticket arrangements will be accepted.
- d. Special discounted events such as Familiarization Tours, VIP parties/nights, military days, etc., can be coordinated and promoted by the MTP staff through all participating Ticket Offices and other departments as requested.
- e. All commands participating in the program will provide the MTP Office a complete listing of all consignment and prepaid tickets (to include selling price and surcharge) available for sale at their ITT sales outlets on the first day of October and April of each year.
- f. Exceptions to any of the above paragraphs may be made with approval of the MWR Program Manager.

5. MTP Inventory/Security. The following security measures are in place to ensure the ticket inventory is protected at all times, per reference (c).

- a. A key and security code is required to gain access to the ticket vault.
- b. Only one MTP employee, designated as the "vault keeper," will have full access to the ticket vault. If this individual is away from the office for one or more days due to illness, annual leave, travel, etc., two additional MTP employees (one with the key and one with the security code) will be required to gain access to the vault.
- c. A motion detector separate from the office security system, bolted security doors, video cameras, and a panic button has been installed in the vault.

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6. Action. The major functions listed above are intended to provide support and benefits on a fair and equitable basis to all recreation funds. With the full cooperation of all participating commands, the services offered by the MTP will effectively improve the quality of life of MWR Program patrons.



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